



DEPARTMENT OF THE NAVY
U. S. NAVY PERSONNEL SUPPORT ACTIVITY DETACHMENT
PSC 480
FPO AP 96370-1700

IN REPLY REFER TO:

PERSUPPDETOKIINST 1430.1H
50

27 JUN 1969

PERSUPP DET OKINAWA INSTRUCTION 1430.1H

Subj: DETACHMENT EDUCATIONAL SERVICES

Ref: (a) BUPERSINST 1430.16D (ADVMAN)
(b) OPNAVINST 1000.23A (PASSMAN)
(c) Catalog of Non Resident Training Courses (NAVETRA 12061)
(d) Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F)
(e) Bibliography for Advancement Study
(f) MILPERSMAN 1070-280

Encl: (1) Navy-wide Advancement Examination Requirements
(2) Naval Correspondence Course Procedures
(3) Educational Achievement Service Record Entries
(4) Sample Designation Letter

1. Purpose. To document local procedures in support of references (a) and (b) concerning advancement. To establish guidelines for the proper handling, grading, and reporting successful completion of locally administered correspondence courses. Enclosures (1) through (3) identify responsibilities for different evolutions in support of the Navy Advancement program. Enclosure (4) will be used as a guide in preparation of a letter of designation for an individual from customer command to grade and document completion of correspondence courses.

2. Cancellation. This instruction updates PERSUPPDETOKIINST 1430.1G and should be reviewed in its entirety.

3. Discussion. References (a) and (b) assign responsibility for an effective advancement program to the member's Commanding Officer with the Officer in Charge (OIC), PERSUPPDET as a advisor in the areas of personnel administration, pay and passenger transportation. Reference (b) assigns direct responsibility for administering Navy-wide advancement examination program at the OIC level and directs specific actions relative thereto.

4. Action.

a. Commanding Officer.

(1) Responsible for the proper administration of the advancement system. Their responsibility also includes ensuring required annual evaluations and Performance Information Memorandums (PIMs) accurately reflect the performance of the individual.

PERSUPPDETOKIINST 1430.1H

127 JUN 2000

(4) Complete appropriate service record entry and certificate to document completion of mandatory requirements and advancement in rate.

(5) Reports. See enclosures (1) through (3) for various requirements.


A. M. KILLINGSWORTH

Distribution:
PERSUPPDETOKIINST 5215.1J
Lists I, III, and IV

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127 JUN 2000

NAVAL CORRESPONDENCE COURSE PROCEDURES

1. Discussion. Reference (b) identifies responsibilities for correspondence course administration and reporting. Reference (c) establishes requirements for security of material in connection with grading completed courses, provides a comprehensive listing of all naval correspondence courses and minimum requirements for advancement (minimum requirements are identified with asterisk *). Correspondence courses can be accessed or downloaded from Chief of Naval Education Training (CNET) website: www.cnet.navy.mil/netpdtc/nac/neas.htm

2. These may either be ordered in bulk and maintained for issue "over the counter" or ordered individually from the appropriate office.

3. Eligibility. Generally all active duty naval personnel are eligible for enrollment in naval correspondence courses. Exceptions are identified in reference (c).

3. Applications.

a. Naval School of Health Sciences Non Resident Training Courses:

(1) Medical Correspondence Courses can be accessed and downloaded from website: <http://www-nshspts.med.navy.mil>

b. Chaplain Corps Non Resident Training Products:

(1) NETPDTC 1730/1 is used exclusively for courses listed in part 9 of reference (c), mail application to:

Commanding Officer
NETPDTC Code OOG
6490 Saufley Field Road
Pensacola, FL 32509-5237

4. Scoring. Locally administered correspondence courses may be scored by hand locally utilizing answer keys located within Educational Services Office (ESO), PERSUPP DET Okinawa. ESO will have the custody, control and security of answer keys furnished by Naval Education and Training Professional Development and Technology Center (NETPDTC) Pensacola, FL. Only one copy of each answer key is maintained. Answer keys for deleted or revised courses will be destroyed upon receipt of notification or revised answer keys. An answer key log will be signed and dated each time answer key is checked out when grading a course. Customer commands will grade and report correspondence course completion to (ESO), PERSUPP DET Okinawa for service record entry.

27 JUN 2000

EDUCATIONAL ACHIEVEMENT SERVICE RECORD ENTRIES

1. Discussion. Reference (f) requires that educational achievements be documented via appropriate service record entries.

2. Action.

a. Customer Commands

(1) Commands will provide the Service Record Section with a report of completion of training similar to figure 4-2 or new automated version figure 4-3.

(2) Academic degrees achieved will be submitted via Navy Campus to confirm that the degree is from an accredited institution. After accreditation has been confirmed, the cognizant Navy Campus Education Specialist will notify the member and PERSUPP DET of the degree attained and forwarded to PERSUPP DET for appropriate service record entry.

b. PERSUPP DET

(1) Complete appropriate service record entries and notify customer command by endorsement of report of completion of training similar to figure 4-1 or figure 4-3.

(2) As outlined in reference (a), upon confirmation by Navy Campus that a degree earned by a member is from an accredited institution a page 4 entry will be recorded in the service record.

(3) Any courses completed by an officer will be recorded on the Administrative Remarks (NAVPERS 1070/613) page.

Date: _____

From: Training Officer/Training Petty Officer _____
 To: Officer in Charge, U.S. Navy Personnel Support Activity
 Detachment, Okinawa (ATTN: Service Record Maintenance)
 Subj: REPORT OF COMPLETION OF TRAINING ICO _____

 (Rate/Name/SSN)

Encl: (1) ___ Copy(ies) of PQS Completion Certificates
 (2) ___ Copy(ies) of Grade Reports
 (3) ___ Copy(ies) of Certificates

1. The individual described above has completed the following training as indicated and supported by enclosure (___). Please complete appropriate service record entries to document. After documenting, complete the endorsement below and return this form to this office.

| <u>Course/PQS Title</u> | <u>Course/PQS NAVEDTRA #</u> | <u>Date Completed</u> | <u>Grade</u> | <u>Duration</u> |
|-----------------------------|----------------------------------|---------------------------|--------------|-----------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

2. My point of contact for this is _____ who may
 be reached at _____.

 (Signature) Training Officer

Date: _____

FIRST ENDORSEMENT

From: Officer in Charge, U.S. Navy Personnel Support Activity
 Detachment, Okinawa (Attn: Service Record Maintenance)
 To: Training Officer/Training Petty Officer _____

1. Requested service record entry(ies) completed this date.

 Signature (MILPERS Clerk or Supervisor)

27 JUN 2000

Date:

From:

UIC:

To: PERSUPPDET Okinawa, Service Records Section

Subj: SERVICE RECORD/PAGE 4 ENTRIES ICO

(Rank, First, MI, Last, SSN)

1. Military schools and other training: (i.e. NAVLEAD, EMT, etc.)

Title of course of instruction:

NAVEDTRA #: COURSE #: FROM DATE: TO DATE:

NEC EARNED: GRADE: CONDUCTED AT:

2. In-rate Courses/PARS:

TITLE: NAVEDTRA #: GRADE: DATE:

3. Correspondence Courses/PQS:

COURSE/PQS NAVEDTRA DATE COMPLETED GRADE

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

4. College Course(s) Completed:

COURSE SCHOOL DATE COMPLETED GRADE

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

EMAIL ADDRESS

PASS LIAISON REPRESENTATIVE

Date: _____

From: PSD Service Record Section

1. Service record entry(ies) has/have been made.

By direction _____